

SUSTAINABLE BURBANK TASK FORCE
January 24, 2011 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Community Room, 200 North Third Street, on the above date. Mr. Jef Vander Borght, Chair, called the meeting to order at 4:33 p.m.

II. ROLL CALL:

Members Present:

Nicholas de Wolff
Geoffrey Folsom
Emily Gabel-Luddy
Wendy James
Rita Khechumyan
Ken Lewis
Lisa Rawlins (Vice-Chair)
James Smith
Sharon Springer
Tom Steele
Jef Vander Borght (Chair)

Members Absent:

Jeff Catalano
Mark Hardyment
Dr. Maureen Kellen-Taylor
Cynthia La Camera

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teaford – Public Works Director, Public Works
Sherry Richardson - Administrative Officer, Public Works
Kreigh Hampel – Recycling Coordinator, Public Works
Jeanette Meyer – Marketing Manager, BWP
Cory Wilkerson – Assistant Transportation Planner, CDD
Roy Choi – Senior Planner, CDD
Jan Bartolo – Deputy Director, Park Services, PR&CS
Mary Riley – Sr. Assistant City Attorney, City Attorney's Office
Jacqui Batayneh – Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

A. Public: None

B. Task Force Members:

Ms. Springer asked about the draft Environmental Impact Report (EIR) for the NBC Universal Evolution Plan on the Council agenda. Ms. Teaford stated that it is a comment letter from the City of Burbank to the City of Los Angeles on the draft EIR for the NBC Universal Evolution Plan. Mr. Golonski informed the group that the comment letter is being revised by staff and will go to the City Council for final approval on January 25, 2011.

Mr. Folsom reported that Burbank Recycling Inc. (BRI) is working with staff to find ways to utilize greenwaste in the City. Currently, the City is in the process of approving a conditional use permit for a small BRI site on Palm Avenue that will allow cleaner greenwaste to stay in Burbank, rather than transferring it to Valencia for agricultural application. The cleaner greenwaste will be stored at the Palm Avenue site and provide residents or smaller nurseries with greenwaste mulch chips at no cost. Ms. Teaford suggested that Mr. Folsom give a status update on BRI's greenwaste management at the February Task Force meeting.

C. Staff Communication:

Ms. Teaford informed the Task Force that the final draft comment letter on the EIR, residential cool roof regulations, and the approval of a Smart Grid Demonstration Project for the installation of electric vehicle charging stations are on the January 25, 2011, Council agenda.

Mr. Vander Borcht encouraged the Task Force to attend the January 25, 2011, Council meeting in support of residential cool roofs. Mr. Golonski suggested possibly providing an incentive for re-roofing using lighter-colored roofing materials. The final staff report regarding cool roofs is located on the City's website.

IV. APPROVAL OF MINUTES:

Ms. Gabel-Luddy moved and Mr. Lewis seconded, to approve the minutes from the November 15, 2010, meeting with one correction; Ms. James was present at the November 15, 2010 meeting. The motion was approved by all present.

V. SUBCOMMITTEE REPORTS AND PRIORITIES DISCUSSION:

A. Mr. de Wolff, on behalf of the Mobility & Urban Design Subcommittee, reported that the Subcommittee met with CDD's Transportation Division and BUSD representative, Tom Steele, to discuss ways to improve bicycle commutes among students and faculty and to help increase the number of bicycle racks at John Burroughs High School (JBHS). The Subcommittee discussed possibilities and options available for a pedestrian and bike-friendly place, similar to the Los Angeles cicLAvia, in the Burbank community or in the San Fernando Valley. Mr. de Wolff gave a brief overview of the Subcommittee's two year report, attached as part of these minutes, and discussed the group's achievements in the last two years:

1. Strengthened bicycle network proposition
2. Supported Verdugo Avenue restriping
3. Opened door to question of commercial parking lot tree canopy
4. Complete Streets Presentation – June 2009
5. Livable Burbank Presentation – September 2009
6. Heat Island Presentation – September 2009
7. Reviewed street tree inventory with PR&CS staff
8. Attended Metro Sustainability Summit and met with ICLEI Regional Officer
9. Olive Avenue Streetscape Subcommittee members chosen
10. Reviewed the General Plan's pedestrian element

The Subcommittee is focusing on moving forward on expanding the bike network, implementing/expanding traffic calming where needed, closing the Chandler gap between Mariposa and the San Fernando Valley Regional bike path, closely following the NBC Universal project, and increasing liaisons with the Council and the BUSD. The Task Force engaged in discussion and agreed to place the bike path item on the February meeting agenda. Mr. Golonski inquired about the Olive Avenue Streetscape project. Ms.

Teaford will make a request for an update on the project.

Cory Wilkerson, Assistant Transportation Planner, CDD, reported that he met with Emilio Urioste, JBHS principal, to discuss installation and placement of bicycle storage racks at the JBHS campus. Mr. Vander Borgh discussed the request for a stop sign at Lamer Street and Clark Avenue, which was presented to the Traffic Commission for consideration. The Task Force requested an update on a future joint meeting with the Traffic Commission.

- B. Mr. Smith, on behalf of the Water Subcommittee, reported that the Subcommittee's study session on the stormwater master plan with the City Council was very positive. The Subcommittee members have assigned themselves tasks and are collaborating with staff in researching RFPs that are good examples of stormwater management plans and approaches. Ms. James stated that staff was enthusiastic about moving forward with a plan and gave an informative and useful perspective of stormwater. The Subcommittee is focusing on opportunities for regional collaboration based on Council input at the study session. The Task Force engaged in discussion and asked questions of staff. The Subcommittee expressed interest in enhancing their relationship with City Council members. The Task Force agreed to place Council liaison options on the February meeting agenda for discussion. Mr. Golonski asked if a consultant was chosen by PR&CS for the Johnny Carson Park project. Ms. Bartolo, Deputy Director, PR&CS, stated that Abhe Landscape Architects was selected as the consultant for the project. The contract is expected to go to Council for a final review and approval in February.
- C. Ms. Rawlins, on behalf of the Public Outreach Subcommittee, reported that the Subcommittee met to discuss a number of unresolved issues. Staff requested that the Subcommittee postpone finalizing a "green" logo design until a new citywide brand is launched. The Subcommittee also discussed the website and the fact that it does not capture all the activities of the Task Force or the City, with regards to the sustainability action plan, in a user friendly way. The Subcommittee looked at various approaches to improve the website and discussed funding options. Ms. Rawlins reported that the Subcommittee plans to meet with BWP and Public Works to collaborate on efforts already in place. The Task Force and staff engaged in discussion.
- D. Ms. Springer, on behalf of the Zero Waste Subcommittee, gave a brief report on the Subcommittee's achievements in 2010 that included endorsing the BGA, pursuing and investigating a resource recovery center, and supporting City Council's adoption of a resolution in support of the California Product Stewardship Council. The report is attached as part of these minutes. The BGA, in partnership with the Burbank Team Business program, has facilitated several "going green" sessions. Heidi Sanborn, CPSC Executive Director, gave a presentation at the most recent Team Business session. The CPSC succeeded in passing legislation that requires product stewardship on carpet and paint, and take back programs for these two products are expected within the next two years. Ms. Kellen-Taylor and Mr. Hampel, Recycling Coordinator, attended the San Gabriel Valley Council of Governments (SGVOG) research/focus group concerning the product stewardship issue of batteries and fluorescents. The Subcommittee participated in several events including a lecture at Woodbury University by Gunter Pauli, Taste of Downtown Burbank, Earth Day, and the Burbank Farmers Market. The Subcommittee is researching the possibility of a "green" neighborhood block/neighborhood council, offering facilitation workshops/training, and offering community outreach through the Recycle Center. The Task Force engaged in discussion following the report.
- E. Mr. Lewis, on behalf of the Energy Subcommittee, reported that the Subcommittee is still focusing on Urban Heat Island reduction, and informed the group that the solar panel installation issue is on hold due to Assembly Bill 811 (AB 811). Staff is working on how

to enforce the City tree standards in commercial parking lots and the Subcommittee is waiting for the outcome of the cooler roof discussion before moving forward on the street/parkway tree item. Ms. Bartolo informed the Task Force that PR&CS has retained the services of a consulting firm to compile data on the inventory of the street trees and discussed developing a tree grading plan to assess the tree canopy coverage throughout the City. PR&CS is expecting a preliminary report from the consultant in mid-February, and staff will share the report with the Subcommittee and the Task Force members. The Task Force engaged in discussion and asked questions of staff.

VI. ELECTION OF OFFICERS:

Sharon Springer was nominated for Chairperson by Mr. de Wolff, and seconded by Mr. Smith. By a unanimous vote by all present, Ms. Springer was elected Chairperson. Ken Lewis was nominated for Vice Chairperson by Mr. de Wolff, and seconded by Mr. Smith. By a unanimous vote by all present, Mr. Lewis was elected Vice Chairperson.

VII. TEN YEAR STRATEGIC PLAN:

Ms. Teafora informed the group that the City Manager's Office requested that all City boards, commissions, and task forces review the focused objectives for the 2011 Strategic Plan and provide input for staffs' use as they begin working on this plan. The group discussed goals and submitted suggestions for each of the focused objectives. A draft of the submitted goals is attached as part of these minutes.

Ms. James moved and Mr. Lewis seconded, to approve the goals recommended by the Task Force and to have Ms. Reinke and Ms. Rawlins review and submit the final Task Force goals for the City's Ten Year Strategic Plan.

VIII. BIKE PATH/RAILROAD STRATEGY UPDATE:

Roy Choi, Senior Planner, CDD, gave a status update on the San Fernando Bikeway Project, attached as part of these minutes. The purpose of the project is to extend the regional (bikeway) connectivity for three cities: Sylmar/Los Angeles, San Fernando, and Burbank. The City Council approved the Metro Call for Projects in 2007 to initiate the project, which is expected to be completed in late 2016. The \$8.24 million project is being jointly funded by Metro and the City (20% local match and 80% federal funds). Mr. Choi stated that the Class 1 bike path will be located on the east side of San Fernando Boulevard and Victory Place to Lake Street, then along the Burbank Western Channel to the Downtown Burbank Metrolink Station. Currently the project is in the draft conceptual design phase and is under review by City staff. The current study phase is expected to be completed by the end of 2011.

IX. ADJOURNMENT:

The meeting was adjourned at 7:25 p.m. The next regularly scheduled meeting will be held on Monday, February 28, 2011, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teafora, Public Works Director
BT: jb

*Attachments: Mobility and Urban Design Subcommittee Two Year Report
2010 Zero Waste Subcommittee Achievements
SBTF 2011 Strategic Plan Goals
San Fernando Bikeway Project Status Update